

Graduate Officer – Clubs and Student Athlete Programs

This position is a one year contract and provides support to the clubs and student athlete programs portfolio in areas including, but not limited to:

- Day to day liaison with UWA affiliate sporting clubs
- Support of UWA Sport Council
- Support of existing and development of new student athlete programs
- Australian University Games
- Western University Games
- Student athlete identification
- Annual UWA Sport awards
- UWA inter university tours and exchanges

Reporting relationship

This role reports directly to the Clubs and Student Athlete Manager.

Other roles reporting to the Clubs and Student Athlete Manager

- Clubs Service Officer

Key responsibilities

Program Support – 75%

- Provide support to the team in implementing strategies to increase student engagement
- Maintain program databases
- Contribute to the monthly publications, digital content platforms, reports and statistics
- Monitor and collate Club results
- Monitor and track athlete performance for students in the program
- Collate Sports Awards nominations
- Provide support where required for the Australian University Games and Western University Games
- Provide support for the Clubs and Student Athlete team where required to effectively meet objective

Other Association – 20%

- To perform front line customer service duties as part of the UWA Sport service team, including but not limited to regular rostered hours on the front line service roster.
- To be an integral part of the UWA Sport team.
- To assist in the delivery of key events.
- Other duties as required by the General Manager of UWA Sport.

Occupational Health and Safety - 5%

- To comply with the University's, UWA Sport and other regulatory bodies' policies and procedures.
- To take reasonable care to ensure personal health and safety in the workplace.

Specific work capabilities (selection criteria)

Essential

- Relevant degree in associated field.
- General knowledge of the Sport, Recreation and Fitness industry.
- Competent in the use of computers and a good understanding of their application in the sport and recreation industry.
- Effective organisational skills.
- Effective level of written skills.
- Effective verbal communication and customer service skills.
- Ability to demonstrate initiative and flexibility.
- Ability and willingness to work flexible working hours, including weekends and evenings.
- A Class C Licence; First Aid Certificate
- Ability to obtain National Police Clearance.
- Ability to obtain Working with Children.

Desirable

- LR Class driver's license.
- Certification and accreditations in specific areas of Sport, Recreation and/or Fitness.

Contact details

Applications must be submitted to admin@sport.uwa.edu.au and the selection criteria must be addressed, as well as a cover letter.

Any applicant questions about the role can be directed to Sumari Dunn at admin@sport.uwa.edu.au.

Applications close 5pm, 17 April 2017.

The role will commence 22 May 2017.

Position salary classification Level 2.1